
Position Title: Recreation Program Supervisor

Department: Parks, Recreation, and Culture

Employment Status: Full-Time

FLSA Status: Exempt



GENERAL NATURE OF WORK: This is responsible administrative and supervisory work in planning and coordinating leisure sports and recreational activities in the Parks, Recreation, and Culture Department. An employee in this class is responsible for developing recreational programs and activities for the Parks, Recreation, and Culture Department. Duties are performed under the limited direction of the Director of Parks, Recreation, and Culture.

EQUIPMENT & JOB LOCATION: This position requires thorough knowledge of office and recreation equipment, including: personal computer, telephone, general office equipment, and transportation vehicles, as well as general knowledge of recreation equipment. The primary work site is the Municipal Maintenance Facility and the City's recreation facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Plans, implements, and supervises year-round recreational and leisure activities for pre-school children through adults; introduces new recreational classes, workshops, and activities.
- Evaluates all recreation programs in terms of customer satisfaction, fiscal accountability, and program's suitability to the Department's master plan and mission.
- Plans, implements, and supervises the City's sports programs (such as softball, and soccer).
- Responds to requests for recreation information; answers questions and provides necessary information; enrolls individuals in activities, classes, and programs.
- Oversees the Senior Adult Center and its operations, including recreational programs and transportation.
- Supervises the Senior Adult Center Supervisor.
- Serves as project manager on park improvement and master plan projects; works with architects and contractors on design and construction plans.
- Organizes, coordinates, and implements major annual special events, including the Fourth of July celebration, Volunteer Recognition Event, Golf Tournament, Veterans Day, Memorial Day, Popcorn Festival and the Summer Concert Series.
- Prepares seasonal catalog of departmental programs and services for activities, classes, and facilities.
- Responsible for all aspects of planning implementing, and evaluating departmental programs and services, including contacting instructors, setting up classes, reserving meeting space, and writing contracts, supervising programs, and overseeing contracted personnel.
- Works with Public Relations Specialist in preparing news releases pertaining to upcoming activities and special events.
- Works with volunteers and volunteer groups to coordinate participation and assistance with activities, programs, and facilities.

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- Responsible for purchasing program supplies, trophies, and t-shirts; orders recreational equipment as necessary; prepares purchase orders and processes invoices.
- Prepares annual budget for Rotary Park and Recreation Programs.
- Responsible for creating and updating Standard Operating Procedures for the Recreational Programming, 5 year capital plan, goals and objectives, monthly departmental reports, and record retention program.
- Assists the Superintendent in developing plans and policies for the department including staff manuals, annual report and action plans.
- Supervises seasonal program employees (Interns, and Adult Softball Field Supervisor); conducts pre-employment training sessions and regularly reviews and checks quality of work during the season.
- Assists Superintendent in recommending pricing structure for services, sales, special events, and other programs.
- Coordinates the schedule of activities in all recreation facilities; updates and revises the park permit database, calendar, and record book; coordinates park facilities schedule with school district needs and affiliate youth sports organizations.
- Responsible for advertising, showing, reserving and fiscal evaluation of C.I. Beaver hall as a rental facility and as a program site.
- Serves as the departmental liaison between Rotary Park operations and the Beavercreek Township Trustees.
- Coordinates softball field use with tournament directors.
- Inspects park facilities and program sites for safety.
- Assists the Superintendent with the application for grants for programs and park improvement; manages current program grants (such as the State of Ohio grant for the motorcycle program);
- Writes requests for proposals (RFPs) and bid packages for capital improvement projects.
- Develops policies and procedures pertaining to leisure programs and services.
- Updates the Department of Parks, Recreation, and Culture web page and the public access cable channel.
- Attends various committee meetings as necessary.
- Assists with the selection of departmental staff.
- Responsible for the training and evaluating of subordinate departmental staff.
- Enforces disciplinary measures when necessary.
- Assumes the duties of the Superintendent of Parks, Recreation, and Culture in his/her absence.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to comments and complaints from citizens.
- Coordinates support for special events from other City departments.
- Coordinates with other City departments concerning the planning and designing of park space.
- Staffs community special events as necessary.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to plan, schedule, direct, and coordinate the work and operations of the department.

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- Thorough knowledge of the objectives and principles of public recreation, including a thorough understanding of the activities which comprise a community recreation program.
 - Thorough knowledge of the facilities and equipment needed in planning a broad recreation program.
 - Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
 - Skill in dealing firmly, tactfully, and courteously with the general public.
 - Ability to handle confidential information.
 - Ability to work under the limited direction of the Director of Parks, Recreation, and Culture.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from an accredited college or university with a baccalaureate degree in recreation administration or a related field, supplemented by some progressively responsible experience in the recreation field; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.
- Ability to work other than normal working hours, and to work various shifts as necessary.
- Designation as a Certified Park and Recreation Professional (CPRP) is recommended. 3 years of progressive recreation programming and / or supervisory experience in Park and Recreation is preferred

Job Description Approved by:

City Manager

Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date